

RECORDS CONTROL SCHEDULE

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100150006-1

SCHEDULE NO.

30.1-66

CONCURRENCE

OFFICE, DIVISION, BRANCH

Records Administration Staff,
Agency Archives and Records Center

SIGNATURE

TITLE

DATE

ITEM
NO.

FILES IDENTIFICATION
(TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)

VOLUME
(CUBIC FT.)

DISPOSITION INSTRUCTIONS

1

CENTER SUBJECT FILE

Consists of memoranda, reports and other documents pertaining to the administration of the A&RC. Filed by subject.

A. Policy, Plans, Programs & Reports

Consists of correspondence, reports and related records pertaining to the operation of the A&RC. (1949-Present)

2

Permanent. Retain in Current files area. Process documents into the Agency Archives when 10 years old.

B. Administration

Memoranda and other documents reflecting the overall housekeeping activities of the A&RC. (1965-Present)

2

Temporary. Retain 3 years in current file area and destroy.

2

REGULATORY ISSUANCE FILE

A. Agency Regulatory Issuances

Discontinued. (Vital Records Copy now used for A&RC daily reference)

B. A&RC Internal Issuances

(1) Reference copies, 1 copy maintained by each unit.

.3

Temporary. Destroy individual issuances when superseded.

(2) Record Copy

.1

Permanent. Process into Agency Archives when superseded.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
3	<p>REFERENCE LIBRARY</p> <p>This is a collection of unclassified publications consisting of magazines, bulletins, and other publications about Records Center and Archival Operation. These are used by Center personnel for reference and training purposes. Current.</p>	24	Temporary. Destroy when obsolete or no longer needed.
4	<p>A&RC STATISTICAL FILES</p> <p>Consist of statistical forms used to record the A&RC activity. Includes volume of holdings by component, volume of categories of records and reference service performed. (1949-Present)</p>	2	Permanent. Process into Agency <i>A&RC</i> when folders are full.
5	<p>SPACE LOCATOR FILE</p> <p>Consists of a 1½ x 3 card stamped with a number to reflect each shelf space within the Center. This file is used to show, by means of colored signal tabs, which spaces are vacant on the shelves. Filed in numerical order in a tub file.</p>	3	Permanent. Retain in current files area indefinitely.
6	<p>RECORDS CONTROL SCHEDULE FILE</p> <p>Consists of copies of the Records Control Schedule prepared by Records Administration Staff. This file is used in checking and verifying the groups of records accessioned and destroyed by the Center. Filed organizationally.</p>	2	Temporary. Hold in current files area when superseded. Destroy when Records Administration Staff retires the Record Set.
7	<p>DISPOSAL TICKLER FILE</p> <p>Consists of copies of Form 140, Records Retirement Request, used for the systematic and orderly disposal of temporary records and for statistical purposes on permanent records. Filed chronologically by year of scheduled destruction. (1948-Present)</p>	2	

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	offices other than the originating office. This file is used as a control on records sent out that must be returned to Records Center. Filed by month, then alphabetically by name of requestor. Current.		
12	FINISHED INTELLIGENCE LOCATOR FILE Consists of 5 x 8 cards, Form 325, that are used to locate records. This file indicates the office a report is received from or sent to, the number of copies in stock, and the space location on the shelf. (1948-Present)	11	Permanent. Retain in Kardex file until report is removed from stock, process into Agency Archives along with the other records pertaining to the report.
13	COMPLETED REQUEST FILE Consists of copies of Form 490, Records Center Service Request, that have been serviced. These copies indicate the document furnished, person requesting, date sent, courier receipt number, and is used in lieu of an outgoing mail log. Filed chronologically by month and then job number. (1958-Present)	18	Temporary. Cut off at the end of each month, hold for 10 years and destroy.
14	COURIER RECEIPT FILE Consists of Form 240 & 240a used for codeword and special items only. (Courier Receipt used for other items is part of Form 490.)	.1	Temporary. Retain for two years and destroy.
15	CLASSIFIED DOCUMENT RECEIPT FILE Item 13 above, completed Request File and the Document Receipt File is now the same file, and the Form 490 serves both functions.		Discontinued. (Item 13, Form 490 is now used as document receipt.)
16	VITAL MATERIALS DEPOSIT SCHEDULE FILE Consists of copies of the Vital Material Deposit Schedules prepared by the Vital Materials Officers. This file is used by Records Center personnel to check, verify and control Vital Materials deposited in the Center. Filed by organization.	2	Temporary. Retain in current files, destroy when superseded by new schedule.

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17	VITAL MATERIALS DEPOSIT SLIP FILE Consists of Form 620 which is retained by the Records Center to verify deposits; it is also used as a reference and finding media. Filed by organization code number.	9	Temporary. Retire to inactive file on open shelf files when last item on slip has been destroyed or withdrawn. Destroy one year after.
18	ORGANIZATIONAL RECORDS DISPOSITION FILE Consists of the Records Retirement Request (Form 140) which has been removed from the Records Group File and executed to show the destruction or permanent transfer of the Records. Filed by organization and numerically.	1.5	Permanent. Retain in current files area indefinitely.
19	ARCHIVES GROUP FILE Consists of Records Retirement Requests (Form 140) Records Shelf List (Form 140A) and various listings of the material placed in the Agency Archives. Filed by Organization.	1.2	Permanent. Retain in current files area indefinitely.
20	ARCHIVES CASE FILE Consists of correspondence with Records Administration Officers and other Agency officials in the various components pertaining to the Archives function. This correspondence contains authorization for and coordination of records processed into the Archives filed by organization. (1963-Present)	1	Permanent. Retain in Current files area.
21	RECORDS ADMINISTRATION OFFICES CASE FILE Consists of correspondence with RAO's pertaining to the general conduct of business with the components such as authorization for alternates, emergency call lists and special procedures necessary for the component. Filed by Organization. (1949-Present)		Permanent. Retain in Current file area.

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22	<p>EAM LISTINGS OF A&RC HOLDINGS</p> <p>A. <u>Quarterly lists</u></p> <p>This is a machine listing of all A&RC holdings prepared at the end of March, June, Sept. & Dec.</p> <p>B. <u>Special Lists</u></p> <p>These are lists prepared at the request of the Agency RAO, other Agency officials and for special needs of the A&RC. Examples: Inventory lists by space number, retention lists by retention code and disposition lists by disposition date.</p>		<p>Temporary. Destroy when list is 15 months old. (Recapitulation of these lists can be found in Item 1A.)</p> <p>Temporary. Destroy when new list is prepared (Recapitulation of these lists can be found in Item 1A.)</p>
23	<p>EAM CARD FILE</p> <p>Consists of an EAM punch card for each accession currently in the A&RC.</p>	1	<p>Temporary. Destroy card when records are destroyed.</p>